

## English for New Bostonians: Space Description Form

---

The Office of New Bostonians (ONB) and the City of Boston are working to locate available city spaces to fill the critical need for classroom space for ESOL (English for Speakers of Other Languages) instruction. Please let us know what classroom space your organization needs to better serve your ESOL students. The more detailed information you provide us, the better we are able to accommodate you. Thank you!

Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_ E-mail: \_\_\_\_\_

### **Classroom Space Needs (All rooms are handicapped accessible):**

Please identify the city space you are requesting. (Be specific e.g., classrooms at Snowden International High School, meeting rooms at City Hall, multi-purpose room at Harbor Side Community Center, etc.)

1<sup>st</sup> Choice: \_\_\_\_\_

2<sup>nd</sup> Choice: \_\_\_\_\_

Level of English being taught:    \_\_\_\_\_ beginner    \_\_\_\_\_ intermediate    \_\_\_\_\_ advanced

Number of classroom(s) requesting: \_\_\_\_\_

Number of students per class: \_\_\_\_\_

What days of the week would you need the rooms? (Circle all that apply.)

Monday    Tuesday    Wednesday    Thursday    Friday    Saturday    Sunday

Please specify the start of your ESOL class time (AM and/or PM): \_\_\_\_\_

How many hours would you need the rooms? (Please be specific, include set-up and clean up.)

\_\_\_\_\_

Give the timeline for your classes (i.e. Wednesday through Friday from July 1 until September 30)

\_\_\_\_\_

Please include any necessary audio and visual equipment needed for the rooms (e.g., blackboard, overhead, etc.)

\_\_\_\_\_

What other considerations should we keep in mind? \_\_\_\_\_

\_\_\_\_\_